

NEW FORMAT FOR CAA COMMUNICATIONS



FAQs

QUESTION	ANSWER
<p>1 Why is the CAA doing this?</p>	<p>The CAA convened an internal Working Group to consider an AAIB recommendation which stated that “The Civil Aviation Authority should review the manner in which it transmits information to ensure that safety critical information is effectively transmitted to private and commercial operators flying in the UK and that it is acted upon”. Additionally, the WG looked at how the CAA could improve the consistency of its communications and minimise the number of publications being issued with a common message.</p>
<p>2 What are the main benefits of the new process?</p>	<ul style="list-style-type: none"> • Better clarity of purpose and significance of communications. • Improved consistency, presentation, format and methods of distribution. • Avoids duplication of multiple common messages from various areas of the CAA and allows for a common CAA communication to be issued, where appropriate.
<p>3 Will all publications be included in the new process?</p>	<p>The new format is focussed on publishing safety critical information in a common format.</p> <p>The process will be applied to those frequently published, mainly web-based CAA documents notified through electronic alerts and/or email, such as, NOTALS, FODCOMs, Airworthiness Directives, NATMAC Informative letters, etc.</p> <p>Other documentation, such as AICs and NOTAMS will remain unaffected.</p> <p>Gradually, other CAA documents will be incorporated within the new process.</p> <p>CAPs and documents containing large reviews and reports will not be affected.</p> <p>CAA Consultations will not be included, for now, in the new process; however, the new format will be used to notify stakeholders of any consultations that the CAA is undertaking.</p>
<p>4 Will the new process only apply to documents generated by SRG?</p>	<p>Initially it will be limited to SRG and DAP generated publications, but a wider review may form part of a recommendation for further work across the rest of the CAA.</p>

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5 Will FODCOMs, AIRCOMs etc. disappear?	<p>Documents published before January 2011 and that remain current will continue to be available on the web in their original format.</p> <p>After that, information previously published via those documents will be presented in the new style format via a Safety Notice or Information Notice.</p>
6 How will Emergency and non-Emergency Airworthiness Directives be affected?	<p>These will be promulgated as before, but will look slightly different as they will be published in the new format template with the Safety Directive banner.</p>
7 Why are there two templates for Safety Directives?	<p>A template for Safety Directives was created to apply the new format to possible future directives relating to Aerodromes, Air Traffic, Airspace and Flight Operations.</p> <p>A separate template for Airworthiness Directives was created to apply the new format but also to retain a layout agreed with EASA and which meets ICAO standards.</p>
8 How will I know which publications are relevant for me?	<p>Intended recipients will be identified in the 'Applicability' field at the top of the document. The lead business area from which the document was generated i.e. Flight Operations, Airworthiness, etc. will be identified in the header of the document. The document will be in a subscription category that you have subscribed to.</p>
9 What do I need to do to ensure I receive information published under the new process?	<p>Subscription categories are under review and you may be asked to amend your chosen categories; details of this will be provided in the Information Notice to be issued in December.</p>
10 What costs are involved and will the CAA subscription service still be free of charge?	<p>The only costs involved are internal to the CAA. The subscription service will still be free of charge, there are no external costs envisaged.</p>
11 Has Industry been asked for an opinion on the approach being taken by the CAA?	<p>Yes, during the initial CAA work looking at the AAIB's recommendation, the CAA engaged with a number of representative stakeholders across the main areas of SRG and DAP to ascertain their views on the existing arrangements and to gauge their opinion on the proposed way forward. Responses were in favour of a new common format.</p>